



Report to County Council

From: Madeleine Howard, Curator

Date: June 11, 2024

Subject: Elgin County Museum Collections Management Policy Approval

Recommendation(s):

THAT Elgin County Museum's Collections Management Policy as attached as Appendix A to the June 11, 2024 report titled Elgin County Museum Collections Management Policy Approval submitted by the Curator be hereby adopted.

Introduction:

This report recommends updates to Elgin County Museum's Collections Management Policy which was last updated in 2006.

Background and Discussion:

The Museum's Collections Management Policy guides collecting activity, including criteria used in acquiring artifacts and how they are managed. It also provides the policy foundation for assessing existing artifacts that no longer fit the museum's mandate and the transparent process for removing these artifacts from the permanent collection, a process known as de-accessioning.

Periodically, museums must engage in a comprehensive review of the existing collection in order to accommodate future growth, consider factors such as the preservation status of the artifact, the amount of room they take to store and changing collecting priorities which today must apply a diversity, equity and inclusionary lens to all activities. Museum staff are in the midst of such a review and need to affect policy changes as part of this work.

Attached to this report is a revised Collections Management Policy for County Council's adoption (Appendix A), along with the policy approved in 2006 (Appendix B). Substantive changes to the revised policy include the following:

- In the Purpose, adding a statement affirming the Museum’s commitment to diversity, equity, inclusion and Indigenous rights.
- In Part A, further clarification on how ownership to artifacts may be obtained by adding the option of a tax receipt. This has been a long-standing practice of the museum which has had charitable status for many years but was not articulated in the previous policy alongside other options of outright donation, purchase and exchange.
- In Part B, further clarification on the time frame for issuing a temporary receipt to a donor and when a signed deed of gift must be obtained or the item is returned or discarded (three months).
- In Part C, adding explicit wording that loans of artifacts shall only be considered for the purposes of augmenting temporary exhibits, particularly between established museums, and are otherwise prohibited.
- In Part D, adding consideration of the cost of storing, conserving or displaying the artifact in the decision to de-accession it.
- Integration of updates to the instruments used in the acquisition of artifacts such as a deed of gift (included as appendices to the revised report) to reflect the revised policy and recent changes to the Museum’s logo.
- The policy review period has been amended to every five years or when changes are deemed necessary.

Financial Implications:

Not applicable.

Alignment with Strategic Priorities:

Serving Elgin	Growing Elgin	Investing in Elgin
<input checked="" type="checkbox"/> Ensuring alignment of current programs and services with community need. <input checked="" type="checkbox"/> Exploring different ways of addressing community need. <input checked="" type="checkbox"/> Engaging with our community and other stakeholders.	<input type="checkbox"/> Planning for and facilitating commercial, industrial, residential, and agricultural growth. <input type="checkbox"/> Fostering a healthy environment. <input checked="" type="checkbox"/> Enhancing quality of place.	<input type="checkbox"/> Ensuring we have the necessary tools, resources, and infrastructure to deliver programs and services now and in the future. <input type="checkbox"/> Delivering mandated programs and services efficiently and effectively.

Local Municipal Partner Impact:

Not applicable.

Communication Requirements:

The revised policy will be posted on the Museum's website and will be made available in accessible formats and hard copy upon request.

Conclusion:

The policy as presented in this report was endorsed by the Elgin County Museum Advisory Committee on May 8th, 2024, which includes representation from two members of County Council (Councillors Giguère and Hentz). A thorough review of best practices from other museums was also conducted in drafting this policy.

All of which is Respectfully Submitted

Approved for Submission

Madeleine Howard
Curator

Blaine Parkin
Chief Administrative Officer/Clerk

Brian Masschaele
Director of Community and Cultural
Services